



City Council Committee of the Whole

AGENDA

April 20, 2015

6:30 pm – 10:00 pm

Call to Order

Public Comment

Note: *This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at manderson@sammamish.us*

Topics

- **Update:** 2015 Comprehensive Plan (Capital Facilities, Utilities)
- **Update:** Solid Waste Contract

Executive Session – If necessary

Adjournment

City Council meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request. Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.



Memorandum

Date: April 20, 2015

To: City Council

From: Emily Arteche, Senior Planner

Re: Draft 2015 Comprehensive Plan Study Session, Utilities and Capital Facilities

Introduction:

At your next Committee as a Whole meeting April 20th, staff will introduce the draft Capital Facilities and Utilities elements. Most of the existing policies were carried forward to these draft elements. However, as you recall from your March 10th meeting there were some additions, these are enhancements to the elements as recommended by the Planning Commission. For the Capital Facilities Element it is Efficient facilities; capable of serving multiple functions. And, for the Utilities Element it is: Reduce Energy Use, Services at competitive rates and Expanded Bandwidth/Speed.

Please note that for the discussion on Capital Facilities, it won't include the TIP, 20 year capital project list. This list is currently under review by your Council Transportation Committee. Staff has scheduled it to be part of our draft Transportation Element discussion on May 12th.

What Has Changed in these Elements?

The Council has requested to better understand the difference between the existing city comprehensive plan element and the draft updated version. The following is a brief recap of the changes for each draft element.

DRAFT Capital Facilities Goals	Relationship to 2003 Plan
1	Carries forward existing policy guidance for providing capital facilities and public services to support existing and new development; includes guidance for essential public facilities.
2	Carries forward existing policy guidance for levels of service city-owned and non-city owned facilities and for provision of services concurrent with development and to coordinate capital facilities plans with non-City providers
3	Updates policy guidance for ensuring a financially feasible plan to recognize impact fees and potential funding strategies and carries forward existing policy guidance for new growth to pay its proportionate share of capital facilities need.
4	Includes and expands upon current policy guidance with emphasis on

	environmental protection, energy efficiency, aesthetics, technological innovation, cost effectiveness and sustainability
5	Includes and expands upon current policy guidance to ensure long-term maintenance of facilities so that they are reliable, functional, safe, attractive, efficient and financially sustainable

Existing plan policy guidance not carried forward in the draft Capital Facilities Element includes the following:

- *Functional plans.* Existing policy guidance to prepare functional plans for stormwater, parks, recreation and open space, transportation and general government facilities has been implemented.
- *Maintain a capital facilities plan.* 2003 Comprehensive Plan policy guidance has been implemented and the ongoing use and maintenance of the CFP is addressed throughout the draft element.
- *Levels of service in PAA and adjacent jurisdiction.* The draft element provides for coordination with other agencies, but does not specifically speak to levels of service in the PAA. An annexation strategy plan was developed which addresses level of service needs within the PAA.

DRAFT	
Utility Goals	Relationship to 2003 Plan
1	Carries forward existing policy guidance related to (1) provision of service at adequate levels of service for the community, including forecast growth; (2) franchise agreements and (3) coordination with utility providers.
2	Carries forward existing policy guidance related to minimizing disruption as a result of construction work and promoting co-location of facilities where feasible.
3	Carries forward existing policy guidance for undergrounding facilities; provides a new policy for minimizing the visual impacts of telecommunications facilities and to promote recreational use of utility corridors, expanded emphasis on community character.
4	Carries forward existing policy guidance for high quality telecommunication services and emerging technologies; Provides new policy guidance seeking to ensure competitive rates, maximize effectiveness and efficiency of services.
5	Carries forward and updates policy guidance for reduced energy demand and enhanced service.
6	New emphasis on water conservation and quality, consistent with current policy direction.

Existing plan policy guidance not carried forward in the draft Utilities Element includes the following:

- *Electromagnetic fields.* Existing policy guidance was not carried forward since technology improvements and standard practices by utility providers have reduced concerns related to EMF. However, policy guidance could be updated and incorporated.
- *Guidance for personal wireless communication facilities.* 2003 Comprehensive Plan policies have been implemented through SMC 21A.55 (Wireless Communications Facilities), including

general requirements, siting hierarchy, design standards, technical evaluation and use of light poles.

- *Solid waste*. Information regarding recycling rates in Sammamish was reviewed by the Planning Commission. Although policy guidance was not included, it could be incorporated.

Please note that each element is supported by a separate “Supporting Analysis”, i.e., the technical information that was used to help develop the element; including the 20 year TIP as well as the City’s capital facilities inventory, project funding capital facility plans and more. These documents are considered part of the 2015 Comprehensive Plan update and are available for your reference on the City’s website at:

<http://www.sammamish.us/departments/communitydevelopment/ComprehensivePlan.aspx?Show=Draft2015CP>



Memorandum

Date: April 20, 2015

To: Ben Yazici, City Manager

From: Beth Goldberg, Director of Administrative Services

Re: Update on the Request for Bids Process for Sammamish's New Solid Waste Collections Contract

On March 16, 2015, Jeff Brown of Epicenter Services, LLC and I made a presentation to the City Council about service options for the City's new solid waste collections contract. We received feedback from Council about what services they would like included in the new contract. The purpose of this memorandum is to summarize the feedback received and briefly describe how we have integrated that feedback into the draft Request for Bids (RFB) document.

Background:

The City's solid waste collections contracts expire on December 31, 2016. Based on direction provided in City Council Resolution 2014-596 staff is preparing the RFB documents to set in motion the competitive bidding process. Resolution 2014-596, which passed with a 7-0 vote, states:

The Sammamish City Council hereby directs the City Manager to conduct a procurement for the 2017 solid waste hauler contract using a cost-based competitive bidding process. The City Manager shall use prudent measures during the process to ensure that bidders are competent and that the collection contract used for the bidding process shall include provisions that support high levels of service delivery consistent with the expectations of City residents and businesses.

Summary of Service Provisions:

Bear Resistant Carts: At the March 16, 2015 Committee of the Whole (COW) meeting, staff shared with Council that one-third of Sammamish residents responding to the recent customer survey report having had animals get into their garbage at least once.

Council Direction: Based on this data, Council directed staff to include provisions in the new contract to give customers the option to use hauler-approved bear-resistant carts at an extra fee, with the extra fee formulated on a cost of service basis, rather than a subsidized costs basis.

RFB Response: The RFB requires prospective new haulers to submit bids that would allow customers the option to use hauler-approved bear resistant carts. The fee for this service will be based on a “cost of service” basis, rather than at a subsidized cost.

Recycling – Frequency of Collections: Under the City’s current collections contracts, residents who live north of Inglewood Hill Road/NE 8th Street have every other week collection of recyclables, while residents who live south of Inglewood Hill Road/NE 8th Street have weekly collection of recyclables.

Council Direction: Council indicated at the March 16, 2015 COW meeting that they would like to see weekly collection of recyclables throughout the City in the new solid waste collections contract.

RFB Response: The RFB requires the prospective new haulers to submit bids based on weekly collection of recyclables throughout the City.

Recycling – Types of Materials Collected: Under the City’s current solid waste contracts, residents receive curbside pick-up for a standard list of recyclables. Some jurisdictions allow their residents to dispose of a broader assortment of recyclables (e.g. batteries, paint, Styrofoam, etc.). The recent customer survey indicated that a majority of Sammamish residents are *not* interested in paying more to recycle more materials.

Council Direction: Council expressed their desire to require prospective haulers to include in their base bid the price for curbside pick-up of the standard set of recyclable materials. Council also expressed an interest in having as a pricing alternative the cost of providing curbside pick-up of an expanded assortment of recyclables, allowing Council to decide after the bids are received, and with pricing implications in hand, if it makes sense to expand the types of recyclables collected under the new contract.

RFB Response: The RFB requires prospective haulers to submit bids assuming collection of generally the same mix of recyclables as is currently collected in Sammamish. Further, the RFB requires prospective haulers to provide as a pricing alternative the cost of allowing collection of an expanded number of recyclable materials. Respecting the uniqueness of each hauler, the RFB allows prospective haulers to decide from a list which additional recyclable materials they wish to collect.

Compostables – Frequency of Collections: Sammamish residents currently receive weekly pick-up of compostables March – November and every other week pick-up December – February. Council was asked whether they want to keep this pick-up frequency or increase the frequency to weekly service year-round.

Council Direction: Council directed staff to include in the base bid the same frequency of compostable pick-up as residents currently receive. They further agreed with the concept of asking as a pricing alternative the cost of increasing the frequency to weekly service year round, allowing Council to make a final decision after the bids are received and the cost implications are known.

RFB Response: The RFB will ask prospective haulers to submit bids with weekly subscription-based compostable pick-up between March and November and every other week pick-up from December through February in the base pricing bid. The RFB will ask prospective haulers to state the cost implications of increasing service to weekly between December and February as a pricing alternative.

Compostables – How to Charge Customers for the Service: Currently, participating in compostable pick-up service is optional to Sammamish residents. If residents wish to have compostables picked up from their curbside, they pay an extra fee. Those who decline the service are not charged. As a means to encouraging more people to participate in compostable pick-up and lowering the per-unit cost for everyone, some jurisdictions “embed” the cost of compostables in the basic garbage fee. Under this model, all customers are charged whether they use the service or not. This is currently how Sammamish customers are charged for recycling service.

Council Direction: Council indicated at the March 16, 2015 COW meeting that it prefers a model that only charges customers who choose to participate in the compostable pick-up service (i.e. not “embedded”). However, Council indicated it was receptive to seeing the cost impact of embedding the service as a pricing alternative, allowing Council to decide later if it wanted to adopt this approach.

RFB Response: The RFB will ask prospective haulers to submit bids assuming the cost of compostables is *not* embedded in the base cost (i.e. the service would remain optional and only those who participate would pay). The RFB will also ask prospective haulers to describe the cost impact either weekly or the current collection schedule for compostables if the costs of the service were embedded in the basic garbage fee.

Rate Methodology: Under Sammamish’s current solid waste collections contracts, rates for garbage, recycling and compostable pick-up is set on a “cost of service” basis whereby the actual cost of the service is passed on to the customer. Other jurisdictions have adopted “linear” rate models whereby the cost for lower levels of service are set

artificially low, while costs for higher levels of service are set artificially high. Jurisdictions often use this approach in an effort to encourage customers to reduce the amount of waste generated. The City Council was asked to provide staff direction on its preferred rate methodology.

Council Direction: Council indicated a preference that Sammamish customers be charged on a “cost of service” basis.

RFB Response: The RFB directs prospective solid waste haulers to submit bids with rates set on a “cost of service” basis.

Other Provisions: At the March 16, 2015 COW meeting, staff also recommended that the new solid waste collections contract include:

- contract performance monitoring provisions,
- enhanced inclement weather provisions,
- community contribution expectations, and
- an administrative fee to cover the costs of administering the solid waste contract

Council agreed with these recommendations and the RFB includes all of these elements.

Next Steps:

Within the next week, staff will initiate the industry review process. Staff will share the draft RFB with the three major solid waste collections companies – Republic Services, Waste Management and Recology, and any other interested party – and ask that they provide written feedback on the content of the draft RFB within two weeks of the date they receive the RFB. Staff will also offer the three haulers the opportunity to meet in person with the City Manager. Staff will compile all of the feedback received, as well as the City’s response to the feedback in a written document. This will form the basis of evaluating potential RFB revisions before the RFB is formally put “on the street” in early June. Based on the current schedule, bids are due to the City on September 1. The goal is to award a new contract by the end of 2015.